

Savanna School District



**Injury, Illness and Violence
Prevention Plan
for Twila Reid School**

Board Approved June 26, 2024

Introduction

In order to maintain a safe and healthful work environment the Savanna School District has developed this Injury, Illness & Violence Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Savanna School District.

Goals

Diligent implementation of this program will reap many benefits for Savanna School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

Statutory Authority

- California Labor Code Section 6401.7.
- California Code of Regulations Title 8, Sections 1509 and 3203.

Definitions

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation or any serious degree of permanent disfigurement.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Type 1 - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 - Workplace violence directed at employees by parents, students, community members or visitors.

Type 3 - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Responsibility and Accountability

The Injury, Illness, and Violence Prevention Plan (IIVPP) Administrators are:

Dr. Sue Johnson, Superintendent
1330 S. Knott Ave.
Anaheim, CA. 92804
superintendent@savsd.org
(714) 236-3800

Mr. Jim Harris, Director of Maintenance, Operations & Transportation
1330 S. Knott Ave.
Anaheim, CA. 92804
superintendent@savsd.org
(714) 236-3800

They have the authority and responsibility for:

- Preparing and updating the plan.
- Implementing the provisions in the plan.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Acting to mitigate identified hazards.
- Providing health and safety training to employees.
- Instituting a Health and Safety Committee.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

All administrators, supervisors, and employees are responsible for implementing and maintaining our plan.

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Savanna School District. General policies, which govern the activities and responsibilities of the Injury, Illness & Violence Prevention Program, are established under the Superintendent the final authority.

It is the responsibility of Site Administrators Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury, Illness & Violence Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

Employee Active Involvement

The district uses a safety committee comprised of the administrative team for consultation and collaboration for the Injury, Illness, and Violence Prevention Plan. Our principals meet with their school staff and School Site Councils regularly to review safety practices and appropriate procedures and make recommendations on additional safety suggestions. In addition, regular site inspections are conducted by the Superintendent, Director of Maintenance, Operations and Transportation and principal. Furthermore, Keenan and Associates conduct site inspections with recommendations provided to reduce accidents and exposures, potentially hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

In addition, the administrative team met to assess the vulnerability to workplace violence at our sites and discussed preventive controls that are already in place and ones to be considered. This group will be responsible for developing employee training plans in violence prevention and plans for responding to acts of violence. They will review this plan on an annual basis. This plan will also be reviewed and collaborated with local law enforcement agencies and third-party contractors.

Employee Compliance and Communication

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury, Illness & Violence Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. All administrators, supervisors, and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered.

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Administrators and supervisors will:

- Inform employees about our plan.
- Set positive examples for working safely and require that all staff under their direction work safely.
- Identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

- Ensure all employees in comply with our workplace security measures.
- Use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies and procedures.

Administrators and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Communication is designed to encourage a continuous flow of safety, health and security information between administrators, supervisors, and employees without fear of reprisal and in a form that is readily understandable.

Savanna School District has developed this comprehensive Injury, Illness & Violence Prevention Program to enhance the health and safety of its employees.

Hazard Identification

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the Director of MOT to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. The Director of MOT (Superintendent/Site Administrator) will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

Accident Investigations

The District Superintendent, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

Hazard Correction

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent.

Training and Instruction

Effective dissemination of safety information lies at the very heart of a successful Injury, Illness & Violence Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

All employees, including supervisors and administrators, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the plan is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Injury, Illness, and Violence prevention plan; including measures for reporting any violent acts or threats of violence
- Recognition of security hazards including the risk factors associated with the four types of violence
- Measures to prevent violence, including procedures for reporting security hazards or threats to supervisors and administrators
- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Exit/Evacuation routes
- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, Fire Extinguisher, and Emergency Procedures
2. Hazard Communication – Right to Understanding GHS (Use of Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury, Illness & Violence Prevention Program
5. Mandated Reporter
6. AB1825 Sexual Harassment for Supervisorial Staff
7. SB1343 Sexual Harassment for Non-Supervisorial Staff
8. Security measures and devices at schools including how to safely and appropriately use each device

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

Reporting Procedures

Effective dissemination of safety information lies at the very heart of a successful Injury, Illness & Violence Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

Safety Concerns

- Any concerns should be first communicated with an employee's supervisor or site office
- Supervisor or site office will review the concern and request additional assistance as needed from district administration

Injuries/Accidents

- Employee will follow the Employee Injury/Incident reporting procedure outlined in the Worker's Compensation packet provided at each site
- Supervisor will complete the necessary paperwork related to the accident or injury

Incidents/Threats/Violence

- Employee will complete the Employee Safety Recommendation Form and submit to their supervisor
- Supervisor will review the concern and request additional assistance as needed from plan administrators

As required by California Code Regulation (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Savanna School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

Emergency Response Procedures

The following specific measures are in place to handle actual workplace violence emergencies:

- Alert the school office and/or call 911 depending on the state of emergency
- PA announcement systems will be used to alert employees of emergency
- Use of 2-way radios in each classroom to communicate with the school office, transportation department, and District Office as necessary
- Use of Navigate 360 to prepare for, respond to, and recover from incidents and emergencies
- Employees will evacuate or shelter in place based on direction provided

Additional information on evacuation, shelter-in-place, or lock-down is identified in each school's Comprehensive School Safety Plan.

Hazards and Threat Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the site administrator and/or custodial staff. These inspections will occur on a monthly basis. In addition, additional inspections will occur:

- When we initially established our plan
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

The district also utilizes annual inspections by a third-party for hazardous materials and safety hazards that may result in workplace injury.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for attractiveness to thieves
- Effective location and functioning of emergency buttons and alarms
- Posting of emergency telephone numbers for law enforcement, fire, and medical services
- Evacuation routes
- Adequacy of workplace security systems, door locks, physical barriers
- The use of work practices such as “buddy system” or safety plans for specified threats
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.

Hazards identified during routine inspections will be evaluated and corrected in a timely manner.

Workplace Violence Prevention Controls

In addition to the controls listed below, we have the following plans/policies in place for addressing the following specific hazards we have identified in our workplace:

- Board Policies and Procedures
- Each school’s Comprehensive Safety Plan includes: Fire/Evacuation, Earthquake, Disturbance on Campus, Shelter-in-Place, Lockdown, Bomb Threat, Utility Failure or Leak, Poisoning, Hazardous Substances and Chemical Spills, Pandemic, Bioterrorism, and Injury/Illness.

The following prevention controls are in place to reduce workplace violence:

- Installation of security cameras that are verified for operation on a weekly basis
- Requirement for all employees to wear identity badges
- All open entries/exits are monitored during arrival and dismissal
- Single Entry Point during school hours
- Visitor /Volunteer Policy

- Limited access or freedom of movement within the workplace by non-employees
- Fencing/Site Access is secured and verified on a daily basis
- Adequate lighting for designated parking lots or areas
- Procedures for reporting suspicious persons or activities
- Annual walk of site for safety concerns with local law enforcement
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Systems and procedures to warn others of a security danger or to summon assistance
- The use of work practices such as "buddy" systems or safety plan, as appropriate, for identified risks
- Anti-violence policy communicated to employees, supervisors, and administrators
- Collection/removal of keys/physical and electronic access from discharged employees
- Employee training on identifying the warning signs of potential workplace violence

Investigation Procedures

Investigations of workplace accidents, injuries, illnesses, hazardous substance exposures, and violence will be conducted by the following personnel, as necessary and appropriate: Briana Schnitzer, Assistant Superintendent, Jim Harris, Director of Maintenance, Operations & Transportation and/or designated site administrator.

Our procedures for investigation include:

- Visiting the scene as soon as possible
- Interview involved parties, such as employees, witnesses, and law enforcement
- Review security footage of existing security cameras if applicable
- Determining the cause(s) of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Identifying and addressing the underlying factors that may have contributed to the incident
- Develop a safety plan as needed for threats/acts of violence
- Record the findings and ensuring corrective actions are taken

Employee Access and Recordkeeping

The IIVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times by being posted to the District's website. This allows all employees access to the current version of the written IIVPP plan.

The district's administrative team will have periodic updates and review procedures for the following reports and records:

- Employee and student incident report logs
- Training Records
- Inspection Information
- Investigations

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of

records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury, Illness & Violence Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

- Workplace violence hazard identification, evaluation, and correction will be maintained for a minimum of five (5) years
- Training records for a minimum of one (1) year
- Incident report logs for a minimum of five (5) years
- Workplace Violence incident investigations for a minimum of five (5) years

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

A safe and healthy workplace must be the goal of everyone at Savanna School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury, Illness & Violence Prevention Program, please contact the District Office at (714) 236-3800.

APPENDIX A:

Accident Investigation Tool

Accident Investigation Tool

When you are involved in an accident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who**, **what**, **when**, **where**, **how**, and **why** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

Who...

Was involved in the accident?

Was injured?

Witnessed the accident?

Reported the accident?

Notified emergency medical services personnel?

What...

Happened?

Company property was damaged?

Evidence was found?

Was done to secure the accident scene?

Was done to prevent the recurrence of the accident?

Level of medical care did the victims require? Was being done at the time of the accident? Tools were being used?

Was the employee told to do?

Machine was involved?

Operation was being performed?

Instructions had been given?

Precautions were necessary?

Protective equipment should have been used? Did others do to contribute to the accident?

Did witnesses see?

Safety rules were violated?

Safety rules were lacking?

New safety rules or procedures are needed?

When...

Did the accident happen?

Was it discovered?

Was the accident reported?

Did the employee begin the task?

Were the hazards pointed out to the employee?

Did the Supervisor last check the employee's progress?

Where...

Did the accident happen?

Was the employee's Supervisor when the accident occurred?

Were co-workers when the accident occurred?

Were witnesses when the accident occurred?

Does this condition exist elsewhere in the facility?

Is the evidence of this investigation going to be kept?

How ...

Did the accident happen?

Was the accident discovered?

Were employees injured?

Was the equipment damaged?

Could the accident have been avoided?

Could the Supervisor have prevented the accident from happening?

Could co-workers avoid similar accidents?

Why...

Did the accident happen?

Were employees injured?

Did the employees behave that way?

Was protective equipment not used?

Weren't specific instructions given to the employee?

Was the employee in that specific position or place?

Was the employee using that machine or those tools?

Didn't the employee check with the supervisor?

Was the Supervisor not there at the time?

APPENDIX B:

Employee Safety Recommendation Form

TWILA REID SCHOOL

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:

DEPT:

SUPERVISOR:

DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD

DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:

APPENDIX C:

Office Safety Inspection Checklist

TWILA REID SCHOOL

OFFICE SAFETY INSPECTION CHECKLIST

Date: 7/8/2024 Location: TWILA REID SCHOOL Supervisor: Phone:(714)236-3845

JAMES HARRIS Department: MOT Inspector: _____

JAMES HARRIS Job: DIRECTOR MOT

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____ |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?) |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="checkbox"/> | X | <input type="checkbox"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|---|--------------------------|--------------------------|--|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |

GENERAL SAFETY (continued)

- | Yes | No | N/A | |
|-----|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is lighting adequate throughout the work environment? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="checkbox"/> | X | <input type="checkbox"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) |

COMMENTS

HAZARDOUS MATERIALS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are chemicals labeled to identify contents and hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 23. Are regulated carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 24. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 26. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 27. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 28. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 29. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 30. Are either and other peroxide formers dated? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)? |

FIRE AND ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are fire doors unobstructed and readily closeable? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 33. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are flammable liquids limited to 60 gallons per fire area? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 37. Is all equipment properly grounded? |
| <input type="checkbox"/> | X | <input type="checkbox"/> | 38. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.) |

FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	39. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
X	<input type="checkbox"/>	<input type="checkbox"/>	40. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
X	<input type="checkbox"/>	<input type="checkbox"/>	41. Are circuit breakers labeled to indicate what equipment is served by each?
X	<input type="checkbox"/>	<input type="checkbox"/>	42. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

APPENDIX D:
Facility Safety Inspection Checklist

TWILA REID SCHOOL

FACILITY SAFETY INSPECTION CHECKLIST

Date: 7/8/2024 Location: TWILA REID SCHOOL Phone: 714-236-3845

Supervisor: JAMES HARRIS Department: MOT

Inspector: JAMES HARRIS Job Title: DIRECTOR MOT

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of MSDSs? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |

FIRE SAFETY (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | X | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| X | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.) |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| X | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="checkbox"/> | X | <input type="checkbox"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | X | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|--------------------------|--------------------------|---|---|

MECHANICAL SAFETY (continued)

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	X	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
X	<input type="checkbox"/>	<input type="checkbox"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
<input type="checkbox"/>	<input type="checkbox"/>	X	30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
<input type="checkbox"/>	<input type="checkbox"/>	X	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
<input type="checkbox"/>	<input type="checkbox"/>	X	32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
X	<input type="checkbox"/>	<input type="checkbox"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
X	<input type="checkbox"/>	<input type="checkbox"/>	34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
<input type="checkbox"/>	<input type="checkbox"/>	X	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
<input type="checkbox"/>	<input type="checkbox"/>	X	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
X	<input type="checkbox"/>	<input type="checkbox"/>	37. Are potable water, soap, and towels available for hand washing?
<input type="checkbox"/>	<input type="checkbox"/>	X	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
<input type="checkbox"/>	<input type="checkbox"/>	X	39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
X	<input type="checkbox"/>	<input type="checkbox"/>	40. Are excessive noise levels adequately controlled?
X	<input type="checkbox"/>	<input type="checkbox"/>	41. Is an approved first aid kit available and its location known to all employees?
X	<input type="checkbox"/>	<input type="checkbox"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
<input type="checkbox"/>	<input type="checkbox"/>	X	43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	X	44. Are chemicals stored to prevent spills?
<input type="checkbox"/>	<input type="checkbox"/>	X	45. Are carcinogens handled safely to reduce employee exposure?
<input type="checkbox"/>	<input type="checkbox"/>	X	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	X	47. Are chemicals inventoried with copies provided to the Personnel Office?
X	<input type="checkbox"/>	<input type="checkbox"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
X	<input type="checkbox"/>	<input type="checkbox"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="checkbox"/>	<input type="checkbox"/>	X	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="checkbox"/>	<input type="checkbox"/>	X	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	X	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	X	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="checkbox"/>	<input type="checkbox"/>	X	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="checkbox"/>	<input type="checkbox"/>	X	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="checkbox"/>	<input type="checkbox"/>	X	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	X	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	X	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS
